# Checklist of Required Information

NO:
Company Name:

_____

Please check each item as you verify:

| No | Item | Required | Received / Verified | Notes |
|----|------|----------|---------------------|-------|
| 1 | Completed Supplier Verification Form | ☑ | □ Yes □ No | |
| 2 | Business Registration Certificate copy | ☑ | □ Yes □ No | |
| 3 | Tax Registration Certificate copy | ☑ | □ Yes □ No | |
| 4 | Conflict Minerals Declaration signed | ☑ | □ Yes □ No | |
| 5 | Latest CMRT (Conflict Minerals Reporting Template) | ☑ | □ Yes □ No | |
| 6 | RBA Code of Conduct Acknowledgment | ☑ | □ Yes □ No | |
| 7 | ISO / Other Certifications (if applicable) | □ | □ Yes □ No | |
| 8 | Bank Details Form / Confirmation Letter | ☑ | □ Yes □ No | |
| 9 | Non-Disclosure Agreement (NDA) signed | ☑ | □ Yes □ No | |
| 10 | Any previous audit reports (if applicable) | □ | □ Yes □ No | |

## Procurement & Compliance Review

Procurement Officer Review:
- All documents received and verified: □ Yes □ No
- Any missing items: _____
- Recommended for approval: □ Yes □ No

Purchasing Officer Signature:

_____ Date: _____